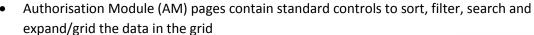
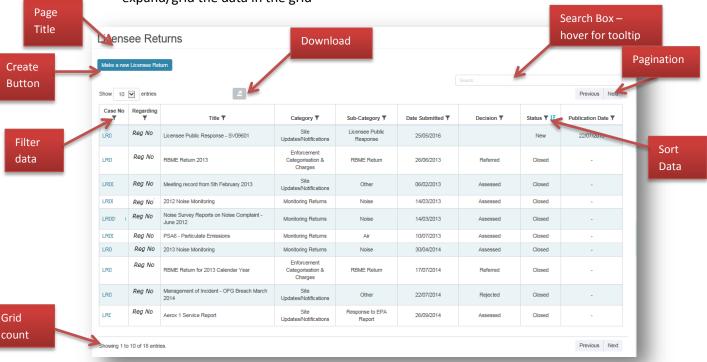
How do I sort and filter data in an Authorisation Module grid





- Icons
 - o Filter
 - Click to see filter options based on the type of data in the column e.g. text, numbers, options etc.
 - Filter window allows user select filter, remove filter and cancel and return



Column(s) with an active filter will be coloured Green



- Sort
 - Click on Sort icon to reverse the current sort sequence only one sort column can be active at one time
- Download to CSV
 - When clicked a sub window will give you options to Open, Save or Cancel



The data in the grid is exported directly into Excel (Open) or downloaded to a
.CSV file (Save). Active filters on the data also apply